

Creating a Web Access Management State of Wisconsin User ID

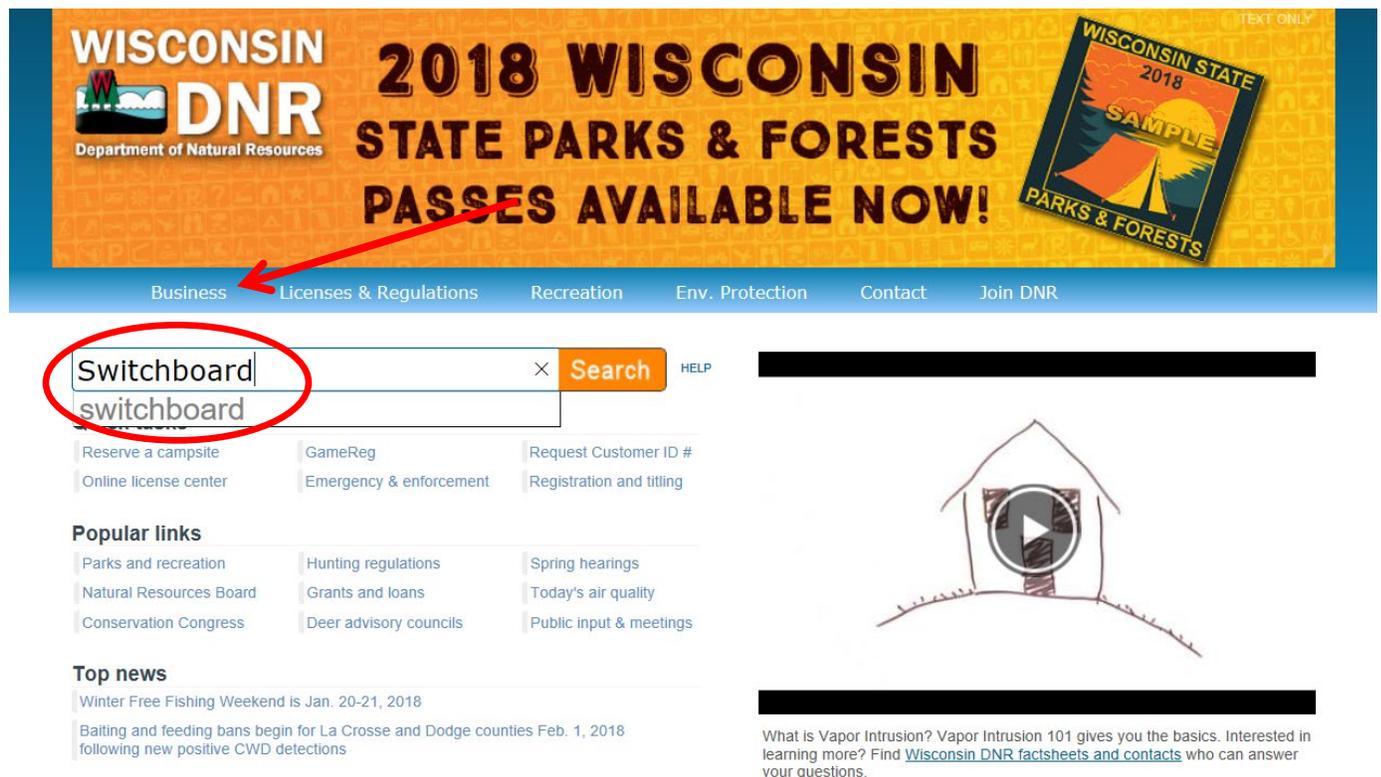
User IDs are personal and should be treated as such; the ID is registered to a person not the business. Sharing a User ID, or passing it onto the next employee may result in falsified reports and the closure of the account.

Each user who wants to look at, enter, or submit data must have their own user ID in their name. Your user ID goes with you from job to job, you do not create another user ID if you take a new position, or job; and your user ID can be used for work you do with all state agencies, not just the DNR.

For returning users looking to add additional roles to your account please see the section below titled "Requesting Access/ Adding a New Role".

Step 1: Creating a user ID

Please navigate to the Wisconsin DNR homepage at dnr.wi.gov and in the Search/Keyword bar enter "Switchboard". You can also hover your mouse over the header "Business" and choose the Switchboard link in the dropdown.



The screenshot shows the Wisconsin DNR homepage. At the top, there is a banner for "2018 WISCONSIN STATE PARKS & FORESTS PASSES AVAILABLE NOW!" with a sample pass image. Below the banner is a navigation menu with links: Business, Licenses & Regulations, Recreation, Env. Protection, Contact, and Join DNR. A red arrow points to the "Business" link. Below the navigation menu is a search bar containing the text "Switchboard" and a "Search" button. A dropdown menu is visible below the search bar, listing various services such as "Reserve a campsite", "GameReg", "Request Customer ID #", "Online license center", "Emergency & enforcement", and "Registration and titling". Below the search bar are sections for "Popular links" and "Top news". The "Popular links" section includes links like "Parks and recreation", "Hunting regulations", "Spring hearings", "Natural Resources Board", "Grants and loans", "Today's air quality", "Conservation Congress", "Deer advisory councils", and "Public input & meetings". The "Top news" section includes news items like "Winter Free Fishing Weekend is Jan. 20-21, 2018" and "Baiting and feeding bans begin for La Crosse and Dodge counties Feb. 1, 2018 following new positive CWD detections".

WISCONSIN DNR Department of Natural Resources

2018 WISCONSIN STATE PARKS & FORESTS PASSES AVAILABLE NOW!

WISCONSIN STATE 2018 SAMPLE PARKS & FORESTS

Business Licenses & Regulations Recreation Env. Protection Contact Join DNR

Switchboard Search HELP

switchboard

Reserve a campsite GameReg Request Customer ID #
Online license center Emergency & enforcement Registration and titling

Popular links

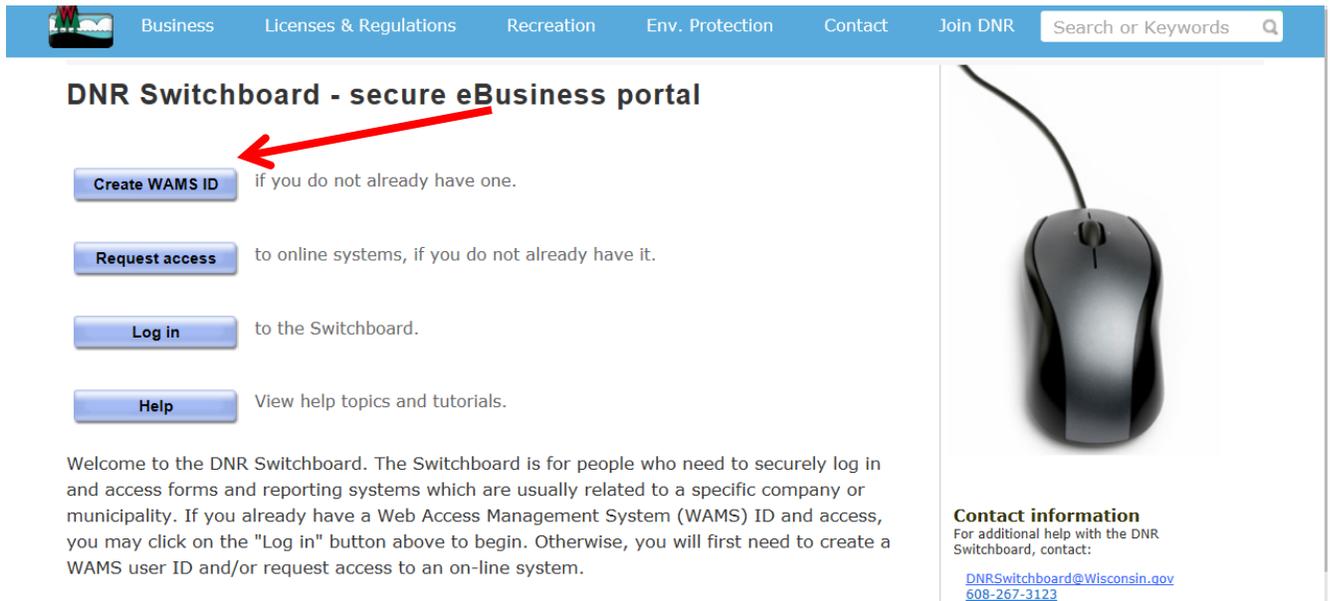
Parks and recreation Hunting regulations Spring hearings
Natural Resources Board Grants and loans Today's air quality
Conservation Congress Deer advisory councils Public input & meetings

Top news

Winter Free Fishing Weekend is Jan. 20-21, 2018
Baiting and feeding bans begin for La Crosse and Dodge counties Feb. 1, 2018 following new positive CWD detections

What is Vapor Intrusion? Vapor Intrusion 101 gives you the basics. Interested in learning more? Find [Wisconsin DNR factsheets and contacts](#) who can answer your questions.

On the Switchboard homepage please click the “Create ID” button



DNR Switchboard - secure eBusiness portal

Create WAMS ID if you do not already have one.

Request access to online systems, if you do not already have it.

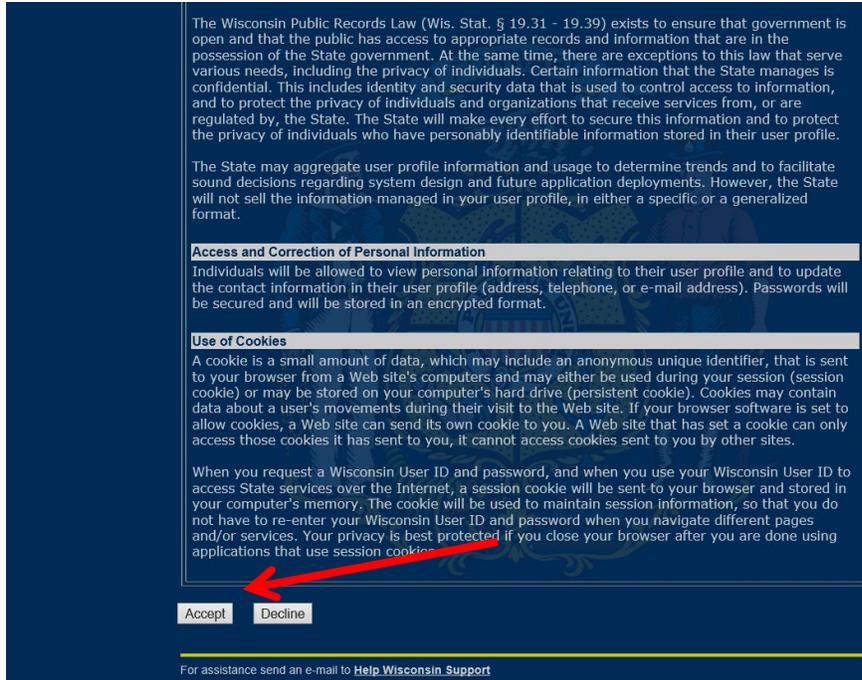
Log in to the Switchboard.

Help View help topics and tutorials.

Welcome to the DNR Switchboard. The Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log in" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system.

Contact information
For additional help with the DNR Switchboard, contact:
DNRSwitchboard@Wisconsin.gov
608-267-3123

Scroll to the bottom of the State of Wisconsin’s Web Access Management System User Acceptance Agreement and click “Accept”



The Wisconsin Public Records Law (Wis. Stat. § 19.31 - 19.39) exists to ensure that government is open and that the public has access to appropriate records and information that are in the possession of the State government. At the same time, there are exceptions to this law that serve various needs, including the privacy of individuals. Certain information that the State manages is confidential. This includes identity and security data that is used to control access to information, and to protect the privacy of individuals and organizations that receive services from, or are regulated by, the State. The State will make every effort to secure this information and to protect the privacy of individuals who have personally identifiable information stored in their user profile.

The State may aggregate user profile information and usage to determine trends and to facilitate sound decisions regarding system design and future application deployments. However, the State will not sell the information managed in your user profile, in either a specific or a generalized format.

Access and Correction of Personal Information
Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.

Use of Cookies
A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to [Help Wisconsin Support](#)

The next screen is where you create your user ID. The only fields that are required are the fields indicated with a yellow asterisk (*) This includes name, email, user ID and password, secret question and answer. If errors occur they will be indicated at the top of the page and will need to be corrected before you can continue.

Self-Registration

* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix e.g., JR, SR, I, II, III

E-Mail * e.g., username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State Select a State

Zip Code

Home Mailing Address

Mailing Address is the same as Residence Address.

Address(1)

Address(2)

City

State Select a State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

Account Recovery

Compose a question and answer for account recovery purposes. [Guidelines.](#)

Secret Question *

Answer to Secret Question *

For assistance send an e-mail to [Help Wisconsin Support](#)



Once your account has been created you will receive an email. Follow the link in the email to complete the registration and then click “return to previous application” to request access. If this option is not available see the instructions below.

Step 2: Requesting Access/Adding a New Role

On the switchboard homepage, you will need to click “Request Access” to add new roles to your account.

DNR Switchboard - secure eBusiness portal

Create WAMS ID if you do not already have one.

Request access to online systems, if you do not already have it.

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Welcome to the DNR Switchboard. The Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log in" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system.

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Click “Add New Role” and on the next screen click the “Show Roles” button next to the program that applies to you.

DNR Switchboard - Request Access

[Home](#) [Log Out](#)

Notice: Complete the information indicated below to gain access to the DNR electronic business tools. Use of this system is voluntary. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin’s Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Click on the "Add New Role" button to save your information and continue to the next step.

Name:	WAMS ID:
* Work Mail Address: <input type="text"/>	* E-Mail: <input type="text"/>
<input type="text"/>	* Phone: <input type="text"/> Ext: <input type="text"/>
* City: <input type="text"/> * State: WI <input type="text"/> * Zip: <input type="text"/>	
<input type="checkbox"/> Other Country	

After clicking show roles check off the boxes that apply to you and click the next button.

Wisconsin Department of Natural Resources	
DNR Switchboard - Request Access	
Select Roles	[step 1 of 4] Log Out
Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue. <i>Note: Some roles may have already been selected for you.</i>	
Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste: Hazardous, Infectious, Solid Waste, and Beneficial Use Annual Report
Show Roles	Air: Air Permit, Compliance and Emission Inventory Reporting
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing
<input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

On the next screen, you will be asked to locate your facility using the FID, License #, Permit #, or other identifier that you have. Once you have entered the number click search and check off the box next to your facility. Click next.

Wisconsin Department of Natural Resources	
DNR Switchboard - Request Access	
Select Facility / Company Locations	[step 2 of 4] Log Out
Find your facility / company	
Click on the "Next" button after selecting one or more from the list below. If you do not see the correct location, then:	
Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.	
Do not enter WAMS id	
<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

The final page is a summary of the roles you have chosen. There may be additional fields that need to be filled out depending on the roles you chose. Once all fields have been filled and your information looks correct, please check off the "I have read and accept" check box and click submit.

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

[step 3 of 4] [Log Out](#)

Send Request

Review the information below. Your request will be processed by the DNR after you click on the "Submit" button.

Name:

* Work Mailing Address:

* City: * State: * Zip:

Other Country

WAMS ID:

* E-Mail:

* Phone: Ext:

Requested Roles:

Facility	Role

Comments (optional):

I have read and accept the electronic signature and trading partner agreement [terms and conditions \[PDF\]](#)



For help please contact: DNRSwitchboard@wisconsin.gov
DNR Switchboard - Request Access [terms and conditions \[PDF\]](#)
Version: 2013.03.25
The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

The final step is to print off your signature page. This is a paper copy of the terms and conditions that must be signed dated and mailed in to the address provided on the form. Someone from the DNR will notify you once your roles have been added to your account.